

Reference Text File for MANAGEMENT SUPPORT TECHNOLOGY, INC GS-23F-0265N
General Services Administration

Federal Supply Service
Authorized Federal Supply Service Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage, a menu-driven database system.

The Internet address for GSA Advantage is:
<http://www.fss.gsa.gov>
For pricing rates, please contact:
<http://www.msti-net.com/gsaInfo/fabs/GS23F0265N.htm>

Financial and Business Services (FABS)
Federal Supply Group: 520
Class Number: 5201
Contract Number: GS-23F-0265N
Management Support Technology, Inc.

9990 Fairfax Boulevard, Suite 300
Fairfax, VA 22030
Phone: 703-385-5841 | Fax: 703-385-5843
Contract Administration: Rose Lowstuter
Web Site: <http://www.msti-net.com>
For more information on ordering from Federal Supply Schedules click on the FSS
Schedules button at <http://www.fss.gsa.gov>.

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Customer Information [\[Back to TOC\]](#)

1. (a) Table of Awarded Special Item Number(s)

520-12 BUDGETS

2. Maximum Order

\$1,000,000.00

3. Minimum Order

\$300.00

4. Geographic Coverage (Delivery Area)

Domestic Delivery Only

5. Point of Production (city, county, and state or foreign country)

Same as contractor

6. Discount from list prices or statement of net price

Government net prices (discount already deducted)

7. Quantity Discount

Already included in net pricing

8. Prompt Payment Terms

Net - 30 days

9. (a) Notification that government purchase cards are accepted below the micro-purchase threshold

Accepted

9. (b) Notification whether government purchase cards are accepted or not accepted above the micro-purchase threshold

Accepted

10. Foreign Items (List items by country of origin)
None

11. (a) Time of Delivery
Specified on the Task Order

11. (b) Expedited Delivery

11. (c) Overnight and Two-day Delivery
Contact Contractor

11. (d) Urgent Requirements
Contact Contractor

12. F.O.B. Point(s)
Destination

13. Ordering Addresses
Same as Contractor

14. Payment Addresses
Same as Contractor

15. Warranty Provision
Contractors Standard Commercial Warranty

16. Export Packing Charges
Not applicable

17. Terms and conditions of government purchase card acceptance (any thresholds above the micro-purchase level)
Contact Contractor

18. Terms and conditions of rental, maintenance, and repair (if applicable)
Not Applicable

19. Terms and conditions of installation (if applicable)
Not Applicable

20. (a) Terms and conditions of repair parts indicating date of parts price list and any discount from list price (if applicable)
Not Applicable

20. (b) Terms and conditions for any other services (if applicable)
Not Applicable

21. List of services and distribution points (if applicable)
Not Applicable

22. List of participating dealers (if applicable)
Not Applicable

23. Preventative maintenance (if applicable)
Not Applicable

24. (a) Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants):
Not Applicable

24. (b) If applicable, indicate that Section 508 compliance information is available on Electronic and Technology (EIT) supplies and services and show where full details can be found (e.g., Contractor's website or other location.)
The EIT standards can be found at: www.Section508.gov/.

25. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants
Not Applicable

26. Data Universal Numbering Systems (DUNS)
78-3603814

27. Notification regarding registration in Central Contractor Registration (CCR) database
Registered

Overview [Back to TOC]

MSTI provides professional service solutions to government and commercial customers. We provide technical and administrative support services in three divisions: Information Management, Program Management Support, and Government Financial Management. Our three divisions are devoted to these focus areas. We are ISO 9001 certified. Our quality commitment is to delight our customers with excellent service, on time, every time.

The Information Management Division delivers innovative solutions for e-business/e-commerce, electronic record/document management, and network installation and management.

The Program Management Support Division performs a variety of support services that are contracted out to us by government agencies. Examples are manpower management, combat operations historical research, and acquisition management.

The Government Financial Services Division provides program and budget support for government agencies, including the Department of Defense's Planning, Programming, and Budgeting System (PBBS).

We encourage you to use our existing contract vehicles including GSA Schedule 70, GSA MOBIS, GSA Schedule 36, GSA Schedule 48, GSA LOGWORLD, GSA FABS, ARMY's HR SOLUTIONS, Office of Naval Research (ONR) Multiple Award Task Order Contract (MATOC), DISA ENCORE II, and DFAS EDM.

MSTI also has standing Blanket Purchase Agreements (BPA) with the Department of Education and the Department of Transportation.

In addition, we are a Service-Disabled Veteran-Owned Small Business (SDVOSB). Government and commercial customers will find us responsive, flexible and e-business ready.

SIN 520-12 Budgets [\[Back to TOC\]](#)

MSTI provides the following budgeting services:

- Assessment and improvement of customer budget formulation processes
- Assessment and improvement of customer budget execution processes
- Conduct of special reviews of customer budget formulation or execution issues
- Review and assessment of customer budgetary controls
- Assistance in the implementation of budgetary corrective actions and recommendations

Management Support Technology, Inc.
GS-23F-0265N
Pricing - First Option Period (Years 6 - 10)

Government Site

Labor Category	8/25/2008 - 6/24/2009	6/25/2009 - 6/24/2010	6/25/2010 - 6/24/2011	6/25/2011 - 6/24/2012	6/25/2012 - 6/24/2013
Program Director	\$ 117.28	\$ 121.97	\$ 126.85	\$ 131.93	\$ 137.20
Project Manager	\$ 84.38	\$ 87.76	\$ 91.27	\$ 94.92	\$ 98.72
Senior Subject Matter Expert	\$ 120.90	\$ 125.74	\$ 130.77	\$ 136.00	\$ 141.44
Subject Matter Expert	\$ 107.90	\$ 112.22	\$ 116.71	\$ 121.38	\$ 126.23
Senior Budget Analyst	\$ 75.72	\$ 78.75	\$ 81.90	\$ 85.17	\$ 88.58
Budget Analyst III	\$ 68.93	\$ 71.69	\$ 74.56	\$ 77.54	\$ 80.64
Budget Analyst I	\$ 44.26	\$ 46.03	\$ 47.87	\$ 49.79	\$ 51.78
Senior Auditor	\$ 78.17	\$ 81.30	\$ 84.55	\$ 87.93	\$ 91.45
Auditor	\$ 60.70	\$ 63.13	\$ 65.66	\$ 68.28	\$ 71.02
Junior Auditor	\$ 47.67	\$ 49.58	\$ 51.56	\$ 53.62	\$ 55.77
Contracts Administrator	\$ 48.99	\$ 50.95	\$ 52.99	\$ 55.11	\$ 57.32
Senior Cost Analyst	\$ 71.51	\$ 74.37	\$ 77.34	\$ 80.43	\$ 83.65
Cost Analyst	\$ 58.86	\$ 61.21	\$ 63.66	\$ 66.21	\$ 68.86
Senior Financial Analyst	\$ 63.57	\$ 66.11	\$ 68.76	\$ 71.51	\$ 74.37
Financial Analyst	\$ 56.98	\$ 59.26	\$ 61.63	\$ 64.09	\$ 66.66
Junior Financial Analyst	\$ 47.67	\$ 49.58	\$ 51.56	\$ 53.62	\$ 55.77
Senior Functional Analyst	\$ 84.87	\$ 88.26	\$ 91.79	\$ 95.46	\$ 99.28
Functional Analyst	\$ 72.95	\$ 75.87	\$ 78.90	\$ 82.06	\$ 85.34
Junior Functional Analyst	\$ 58.23	\$ 60.56	\$ 62.98	\$ 65.50	\$ 68.12
Senior Accountant	\$ 55.90	\$ 58.13	\$ 60.46	\$ 62.88	\$ 65.39
Accountant	\$ 53.58	\$ 55.72	\$ 57.95	\$ 60.27	\$ 62.68
Junior Accountant	\$ 43.84	\$ 45.59	\$ 47.41	\$ 49.31	\$ 51.28
Administrative Specialist	\$ 47.06	\$ 48.95	\$ 50.90	\$ 52.94	\$ 55.06
Junior Administrative Specialist	\$ 37.03	\$ 38.51	\$ 40.05	\$ 41.65	\$ 43.32

Yearly Escalation Rate

A 4.0% yearly escalation rate applies to the above rates, in accordance with clause I-FSS-969

Volume Discounts

Volume Discounts include 2% off of the funded value for an order equal to or greater than \$250,000 and 3% off of the funded value for all subsequent modifications to the initial \$250,000 or above order.

Management Support Technology, Inc.
GS-23F-0265N
Pricing - First Option Period (Years 6 - 10)

Labor Category	Contractor Site				
	8/25/2008 - 6/24/2009	6/25/2009 - 6/24/2010	6/25/2010 - 6/24/2011	6/25/2011 - 6/24/2012	6/25/2012 - 6/24/2013
Program Director	\$ 151.80	\$ 157.87	\$ 164.19	\$ 170.75	\$ 177.58
Project Manager	\$ 109.21	\$ 113.58	\$ 118.12	\$ 122.85	\$ 127.76
Senior Subject Matter Expert	\$ 156.46	\$ 162.72	\$ 169.23	\$ 175.99	\$ 183.03
Subject Matter Expert	\$ 139.65	\$ 145.24	\$ 151.05	\$ 157.09	\$ 163.37
Senior Budget Analyst	\$ 98.00	\$ 101.92	\$ 106.00	\$ 110.24	\$ 114.65
Budget Analyst III	\$ 89.22	\$ 92.79	\$ 96.51	\$ 100.37	\$ 104.38
Budget Analyst I	\$ 57.28	\$ 59.57	\$ 61.96	\$ 64.43	\$ 67.01
Senior Auditor	\$ 101.17	\$ 105.21	\$ 109.42	\$ 113.80	\$ 118.35
Auditor	\$ 78.54	\$ 81.69	\$ 84.95	\$ 88.35	\$ 91.89
Junior Auditor	\$ 61.70	\$ 64.17	\$ 66.73	\$ 69.40	\$ 72.18
Contracts Administrator	\$ 63.42	\$ 65.96	\$ 68.60	\$ 71.34	\$ 74.20
Senior Cost Analyst	\$ 92.55	\$ 96.25	\$ 100.10	\$ 104.11	\$ 108.27
Cost Analyst	\$ 76.18	\$ 79.23	\$ 82.39	\$ 85.69	\$ 89.12
Senior Financial Analyst	\$ 82.26	\$ 85.55	\$ 88.97	\$ 92.53	\$ 96.23
Financial Analyst	\$ 73.74	\$ 76.69	\$ 79.76	\$ 82.95	\$ 86.26
Junior Financial Analyst	\$ 61.70	\$ 64.17	\$ 66.73	\$ 69.40	\$ 72.18
Senior Functional Analyst	\$ 109.84	\$ 114.24	\$ 118.81	\$ 123.56	\$ 128.50
Functional Analyst	\$ 94.41	\$ 98.18	\$ 102.11	\$ 106.19	\$ 110.44
Junior Functional Analyst	\$ 75.35	\$ 78.37	\$ 81.50	\$ 84.76	\$ 88.15
Senior Accountant	\$ 72.32	\$ 75.21	\$ 78.22	\$ 81.35	\$ 84.60
Accountant	\$ 69.35	\$ 72.12	\$ 75.00	\$ 78.00	\$ 81.12
Junior Accountant	\$ 56.71	\$ 58.98	\$ 61.34	\$ 63.79	\$ 66.35
Administrative Specialist	\$ 60.92	\$ 63.36	\$ 65.89	\$ 68.53	\$ 71.27
Junior Administrative Specialist	\$ 47.91	\$ 49.83	\$ 51.82	\$ 53.90	\$ 56.05

Yearly Escalation Rate

A 4.0% yearly escalation rate applies to the above rates, in accordance with clause I-FSS-969

Volume Discounts

Volume Discounts include 2% off of the funded value for an order equal to or greater than \$250,000 and 3% off of the funded value for all subsequent modifications to the initial \$250,000 or above order.

Labor Category Descriptions [\[Back to TOC\]](#)

SIN 520-12

Job Title: Program Director

Minimum/General Experience: The Program Director (PD) shall have a minimum of ten years project experience, including six years management experience. The remainder may be specialized or general experience in project development from inception to implementation, with a demonstrated ability to provide guidance and direction in tasks similar to those identified in the Statement of Work. Project Managers, also called Task Order Managers on some contracts) report to the Program Director on large-scale contracts.

Functional Responsibility: The PD shall direct, plan, organize, control and manage the program to ensure that all contractual obligations are fulfilled in an efficient and timely manner. The PD must be able to:

- manage multiple concurrent analysis and development tasks
- serve as the Contractor's Point of Contact with the Government Contracting Officer and the Government Contracting Officer's Representative
- formulate and enforce work standards, develop schedules, review work discrepancies, and communicate agency policies, purposes, and goals to subordinates
- manage and control funds and resources
- monitor the program budget at the top level, staff the program with qualified personnel, and ensure the schedule and deliverables are in compliance with the contract and the delivery orders

Minimum Education: The individual shall possess a Bachelor of Science (BS) degree or higher in relevant or related field. A master's degree in a relevant or related discipline can substitute for three years experience.

SIN 520-12

Job Title: Project Manager

Minimum/General Experience: The Project Manager (PM), also called Task Order Manager on larger task order contracts, shall have a minimum of seven years of project experience, including three years management experience. The remainder may be specialized or general experience in project development from inception to implementation, with a demonstrated ability to provide guidance and direction in tasks similar to those identified in the Statement of Work.

Functional Responsibility: The PM shall direct, plan, organize, control and manage the program to ensure that all contractual obligations are fulfilled in an efficient and timely manner. The PM must be able to:

- Manage multiple concurrent analysis and development tasks
- Serve as the Contractor's Point of Contact with the Government Contracting Officer and the Government Contracting Officer's Representative
- Formulate and enforce work standards, develop schedules, review work discrepancies, and communicate agency policies, purposes, and goals to subordinates
- Manage and control funds and resources
- Monitor the program budget at the top level, staff the program with qualified personnel, and ensure the schedule and deliverables are in compliance with the contract and the delivery orders

Minimum Education: The individual shall possess a Bachelor of Science (BS) degree or higher in Engineering, Computer Science, Management Information Systems, Logistics, Management, or a related

field. A master's degree in any of the above mentioned disciplines can substitute for three (3) years experience.

SIN 520-12

Job Title: Senior Subject Matter Expert

Minimum/General Experience: The Senior Subject Matter Expert shall have a minimum of fifteen (15) years related work experience. The Sr. SME shall have knowledge of current government initiatives, e.g., Government Performance Results Act (GPRA), and the Chief Information Officer's (CIO) Act, and outsourcing.

Functional Responsibility: The Senior Subject Matter Expert shall plan, conduct, direct research, development and/or implement work on specialized and/or moderately complex tasks necessitating the organization and application of innovative approaches. The Sr. SME will provide consulting services, will be able to develop solutions to specific technical problems and develop analytical techniques to problem solving.

Minimum Education: Masters Degree in business, operations research, management computer science, or related discipline.

SIN 520-12

Job Title: Subject Matter Expert

Minimum/General Experience: The Subject Matter Expert shall have ten (10) years of related work experience with experience with current government initiatives, e.g., Government Performance Results Act (GPRA), Chief Information Officer's (CIO) Act, and outsourcing.

Functional Responsibility: The Subject Matter Expert will plan, conduct and direct research, development and/or implementation work on specialized and/or complex tasks necessitating the organization and application of innovative approaches. The SME will provide management and/or technical direction and support to lower level personnel. The SME shall provide consulting services, develop solutions to specific technical problems and develop analytical techniques to problem solving.

Minimum Education: Bachelor's Degree in business, operations research, management, computer science, engineering, or related work experience.

SIN 520-12

Job Title: Senior Budget Analyst

Minimum/General Experience: Six (6) years of related work experience.

Functional Responsibility: The Senior Budget Analyst shall plan, organize, and direct the budget, cost, and schedule analysis efforts of a group of specialists skilled in financial management, military operations, engineering, management, programming, and pricing. Work requires the technical capability to develop and manipulate databases; and assess budget, cost, and schedule implications of existing and projected technological advances.

Minimum Education: The Senior Budget Analyst shall possess a Degree in engineering, accounting, business, finance, economics, or related discipline.

SIN 520-12

Job Title: Budget Analyst III

Minimum/General Experience: Six (6) years of related work experience.

Functional Responsibility: The Budget Analyst will plan, organize, and direct the budget, cost, and schedule analysis efforts of a group or specialists skilled in financial management, military operations, engineering, management, programming and pricing. The individual will be able to develop and manipulate databases, assess future trends and technological implications, and evaluate new and innovative acquisition strategies.

Minimum Education: The Budget Analyst will possess a Bachelors Degree in engineering, accounting, business, finance, economics, or related discipline.

SIN 520-12

Job Title: Budget Analyst I

Minimum/General Experience: Two (2) years of related work experience.

Functional Responsibility: The Junior Budget Analyst will assist the Budget Analyst in analyzing cost, budget, and schedule measurement work. The individual will gather and analyze data, organize and document findings of study to support budget development and analysis.

Minimum Education: The Junior Budget Analyst will possess a Bachelors Degree in engineering, accounting, business, finance, economics, or related discipline.

SIN 520-12

Job Title: Senior Auditor

Minimum/General Experience: Six (6) years of related work experience

Functional Responsibility: The Senior Auditor is responsible for major segments of the audit. The individual will supervise and direct the efforts of the accountants in the performance of procedures specified in the audit plan. The Senior Auditor exercises supervisory control over field personnel and reviews work products prepared during the conduct of the audit for proper documentation and will summarize the results of the audit for consideration by the Task Leader or Project Manager for inclusion in the draft report.

Minimum Education: Bachelors Degree in accounting, business, operations research, management or related discipline.

SIN 520-12

Job Title: Auditor

Minimum/General Experience: Four (4) years of related work experience.

Functional Responsibility: The Auditor performs the individual audit plan tasks under the direct supervision of the Senior Accountant, Task Leader, or Project Manager. The Auditor examines and analyzes accounting documents to verify accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. The individual prepares working papers and supporting

documentation to demonstrate the results of procedures and may recommend change to established procedures.

Minimum Education: Bachelors Degree in accounting, business, operations research, management or related discipline.

SIN 520-12

Job Title: Junior Auditor

Minimum/General Experience: Two (2) years of related work experience.

Functional Responsibility: The Junior Auditor assists the Auditor in performing the individual audit plan tasks under the direct supervision of the Senior Accountant, Task Leader, or Project Manager. The Jr. Auditor examines and analyzes accounting documents to verify accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. The individual prepares working papers and supporting documentation to demonstrate the results of procedures.

Minimum Education: Bachelors Degree in accounting, business, operations research, management, or related discipline.

SIN 520-12

Job Title: Contract Administrator

General/Minimum Experience: The Contract Administrator will possess five (5) years of progressive federal procurement experience including procurement planning, procurement, and contract administration. The individual must demonstrate in-depth knowledge of federal procurement regulations, policies and procedures and have at least three (3) years of experience working with federal contracting officers.

Functional Responsibility: The Contract Administrator shall possess at least two (2) years of experience with information technology specifications and source information related to procurements of IT equipment. The individual must demonstrate the most recent two (2) years of work experience with new models and contract types and have demonstrated knowledge and experience of the benefits and difficulties of using various types of contracts. The Contract Administrator should have experience in cradle to grave contract support using various types of contracts and should have experience negotiating COTS technical support agreements for hardware, software and communications for government clients.

Minimum Education: Bachelor's Degree.

SIN 520-12

Job Title: Senior Cost Analyst

Minimum/General Experience: Four (4) years of related work experience

Functional Responsibility: The Senior Cost Analyst shall be able to analyze, plans, directs, and coordinates activities of designated project. Reviews project plans to determine timeframe, funding limitations, and procedures for accomplishing projects, staffing requirements, and allotment of available resources for various project phases. The individual will be able to establish detailed work and staffing plans for each phase; gathers, organizes, and analyzes problem and/or procedural data; and confers with project staff to communicate detailed work plans and assigns duties, responsibilities, and scope of

authority. Directs and coordinates activities of project personnel. Reviews project reports prepared for clients.

Minimum Education: Bachelors Degree in engineering, accounting, business, finance, economics, or related discipline.

SIN 520-12

Job Title: Cost Analyst

Minimum/General Experience: Two (2) years of related work experience

Functional Responsibility: The Cost Analyst analyzes business or operating procedures to devise the most efficient method of accomplishing the work. The individual tracks administrative management of contracts, personnel, and costs. Plans study of work problems and procedures; gathers and analyzes data; organizes and documents findings of studies and prepares recommendations for implementing new systems, procedures, or organizational changes.

Minimum Education: Bachelors Degree in engineering, accounting, business, finance, economics, or related discipline.

SIN 520-12

Job Title: Senior Financial Analyst

Minimum/General Experience: Six (6) years of related work experience.

Functional Responsibility: The Senior Financial Analyst analyzes, plans, directs, and coordinates activities of designated project. The individual will review project plans to determine timeframe, funding limitations, and procedures for accomplishing project, staffing requirements, and allotment of available resources for various project phases. The Senior Financial Analyst establishes detailed work and staffing plans for each phase; gathers, organizes, and analyzes problem and / or procedural data; and confers with project to communicate detailed work plans and assigns duties, responsibilities, and scope of authority. The Senior Financial Analyst directs and coordinates activities of project personnel and reviews project reports prepared for clients.

Minimum Education: Masters Degree in accounting, business, operations research, management or related discipline.

SIN 520-12

Job Title: Financial Analyst

Minimum/General Experience: Four (4) years of related work experience.

Functional Responsibility: The Financial Analyst shall be able to analyze business or operating procedures to devise the most efficient method of accomplishing the work. The individual will track administrative management of contracts, personnel, and costs. The Financial Analyst plans a study of work problems and procedures, gathers and analyzes data, organizes and document findings of studies, and prepares recommendations for implementing new systems, procedures, or organizational changes.

Minimum Education: Bachelors Degree in accounting, business, operations research, management or related discipline.

SIN 520-12

Job Title: Junior Financial Analyst

Minimum/General Experience: Two (2) years of related work experience.

Functional Responsibility: The Junior Analyst assists the Financial Analyst in analyzing business or operating procedures to devise the most efficient method of accomplishing the work. Tracks administrative management of contracts, personnel, and costs. The individual plans study of work problems and procedures, gathers and analyzes data, organizes and documents findings of studies, and prepares recommendations for implementing new systems, procedures, or organizational changes.

Minimum Education: Bachelors Degree in accounting, business, operations research, management, or related discipline.

SIN 520-12

Job Title: Senior Functional Analyst

Minimum/General Experience: Six (6) years of related work experience.

Functional Responsibility: Analyzes, plans, directs, and coordinates activities of designated projects. Reviews project plans to determine timeframe, funding limitations, and staffing requirements for accomplishing projects. Determines allotment of available resources for various project phases. Establishes detailed work and staffing plans for each phase; gathers, organizes, and analyzes problem and/or procedural data; and confers with project staff to communicate detailed work plans and assigns duties, responsibilities, and scope of authority. Directs and coordinates activities of project personnel. Reviews project reports prepared for clients.

Minimum Education: Masters Degree in business, operations research, management, computer science, engineering, or related discipline.

SIN 520-12

Job Title: Functional Analyst

Minimum/General Experience: Four (4) years of related work experience

Functional Responsibility: Analyzes business or operating procedures to devise the most efficient method of accomplishing the work. Tracks administrative management of contracts, personnel, and costs. Plans study of work problems and procedures; gathers and analyzes data; organizes and documents findings of studies and prepares recommendations for implementing new systems, procedures, or organizational changes.

Minimum Education: Bachelors Degree in business, operations research, management, computer science, engineering, or related discipline.

SIN 520-12

Job Title: Junior Functional Analyst

Minimum/General Experience: Two (2) years of related work experience.

Functional Responsibility: Assists the Functional Analyst in analyzing business or operating procedures to devise the most efficient method of accomplishing the work. Tracks administrative management of contracts, personnel, and costs. Plans study of work problems and procedures, gathers, and analyzes data, organizes and documents findings of studies and prepares recommendations for implementing new systems, procedures, or organizational changes.

Minimum Education: Bachelors Degree in business, operations research, management, computer science, engineering, or related discipline.

SIN 520-12

Job Title: Senior Accountant

Minimum/General Experience: Six (6) years of related work experience.

Functional Responsibility: Responsible for major segments of the work performed under contract. Supervises and directs the efforts of the accountants in the performance of procedures specified in the project plan. Exercises supervisory control over field personnel and reviews work products prepared during the conduct of the work performed under contract for proper documentation. Summarizes the results of the work performed under contract for consideration by the Task Leader or Project Manager for inclusion in the draft report.

Minimum Education: Bachelors Degree in accounting, business, operations research, management, computer science, engineering, or related discipline, and CPA certification.

SIN 520-12

Job Title: Accountant

Minimum/General Experience: Four (4) years of related work experience

Functional Responsibility: The Accountant performs the individual work plan tasks under the direct supervision of the Senior Accountant, Task Leader, or Project Manager. Examines and analyzes accounting documents to verify accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Prepares working papers and supporting documentation to demonstrate the results of procedures and may recommend change to established procedures.

Minimum Education: Bachelors Degree in accounting, business, operations research, management, computer science, engineering, or related discipline.

SIN 520-12

Job Title: Junior Accountant

Minimum/General Experience: Two (2) years of related work experience.

Functional Responsibility: The Junior Account shall perform the individual work plan tasks under the direct supervision of the Senior Accountant, Task Leader, or Project Manager. Examines and analyzes

accounting documents to verify accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Prepares working papers and supporting documentation to demonstrate the results of procedures. May recommend change to established procedures.

Minimum Education: The Junior Account will possess a Bachelors Degree in accounting, business, operations research, management, computer science, engineering, or related discipline.

SIN 520-12

Job Title: Administrative Specialist

Minimum/General Experience: 4 years of related work experience.

Functional Responsibility: The Administrative Specialist under limited direction performs standard and advanced secretarial duties for an executive of the company. The Admin. Specialist will dispose of matters of a routine nature to conserve superior's time. Maintains regular and follow up files and confidential data. Collects information needed by superior for conferences and reports. Arranges meetings as directed. Directs and reviews work of secretarial staff. May use word processing equipment in performing assigned tasks.

Minimum Education: High School diploma.

SIN 520-12

Job Title: Junior Administrative Specialist

Minimum/General: Two (2) years of related work experience.

Functional Responsibility: The Junior Administrative Specialist under direction of the Administrative Specialist performs standard and advanced secretarial duties for an executive of the company. The individual will dispose of matters of a routine nature to conserve superior's time. The Jr. Administrative Specialist will maintain regular and follow up files and confidential data. Collects information needed by superior for conferences and reports. Arranges meetings as directed. Directs and reviews work of secretarial staff. May use word processing equipment in performing assigned tasks.

Minimum Education: High School diploma.